Staying On Track Webinar Series

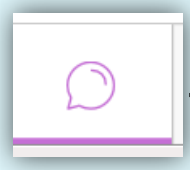
November 2016

This webinar series, Staying on Track is intended for the School Food Authorities in the State of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Staying On Track- September Webinar
Using the Webinar Technology

This icon raises your hand. However, the notifications for this have been turned off. If you have questions, you can type them in the chat section.

This button will open up the session menu.



Click on this icon to type questions and share feedback during the session.

Click on this icon to adjust the settings for notifications (when people enter/leave or when chat messages are sent).

Overview of the Webinar Series

- This webinar series is designed to help School Food Authorities and Directors stay on track with requirements for the National School Lunch and School Breakfast Programs.
- We will review relevant updates and key tasks that should be taking place throughout the month to ensure your program is operating within the regulations and meeting important deadlines.

Today's Webinar

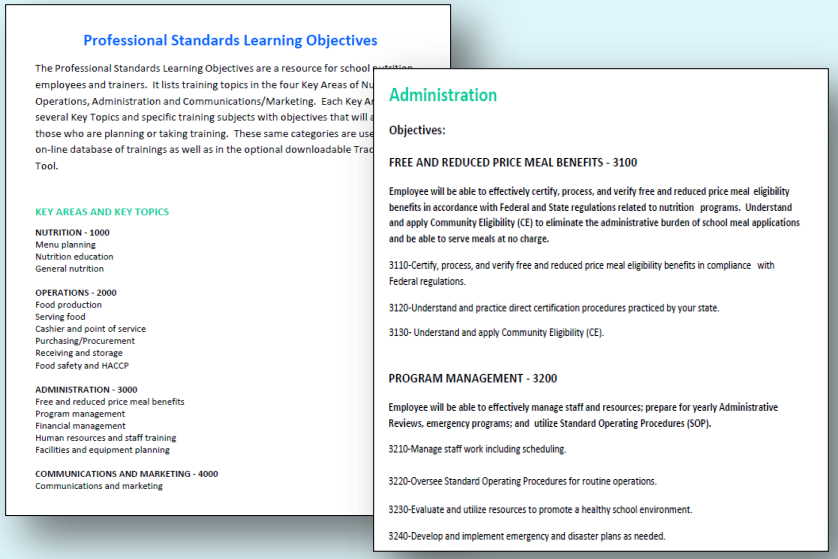
- Today's webinar will cover:
  - Verification Reminders
  - Direct Certification second period search
  - Disclosing data (to orgs for holiday support)
  - Water availability
  - Q&A

Professional Standards for School Nutrition

- Effective July 1, 2015, all LEAs must ensure that all new and current school nutrition program staff meet minimum annual training requirements per USDA's Professional Standards regulation.

- To count a training towards an employee's training hours, trainings must:
  - align with the employee's job duties
  - meet at least one of USDA's Learning Objectives

Professional Standards Learning Objectives



Professional Standards Learning Objectives

The Professional Standards Learning Objectives are a resource for school nutrition employees and trainers. It lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing. Each Key Area has several Key Topics and specific training subjects with objectives that will assist those who are planning or taking training. These same categories are used in the on-line database of trainings as well as in the optional downloadable Tracking Tool.

KEY AREAS AND KEY TOPICS

NUTRITION - 1000
Menu planning
Nutrition education
General nutrition

OPERATIONS - 2000
Food production
Serving food
Cashier and point of service
Purchasing/Procurement
Receiving and storage
Food safety and HACCP

ADMINISTRATION - 3000
Free and reduced price meal benefits
Program management
Financial management
Human resources and staff training
Facilities and equipment planning

COMMUNICATIONS AND MARKETING - 4000
Communications and marketing

Administration

Objectives:

FREE AND REDUCED PRICE MEAL BENEFITS - 3100

Employee will be able to effectively certify, process, and verify free and reduced price meal eligibility benefits in accordance with Federal and State regulations related to nutrition programs. Understand and apply Community Eligibility (CE) to eliminate the administrative burden of school meal applications and be able to serve meals at no charge.

3110-Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations.

3120-Understand and practice direct certification procedures practiced by your state.

3130- Understand and apply Community Eligibility (CE).

PROGRAM MANAGEMENT - 3200

Employee will be able to effectively manage staff and resources; prepare for yearly Administrative Reviews, emergency programs; and utilize Standard Operating Procedures (SOP).

3210-Manage staff work including scheduling.

3220-Oversee Standard Operating Procedures for routine operations.

3230-Evaluate and utilize resources to promote a healthy school environment.

3240-Develop and implement emergency and disaster plans as needed.

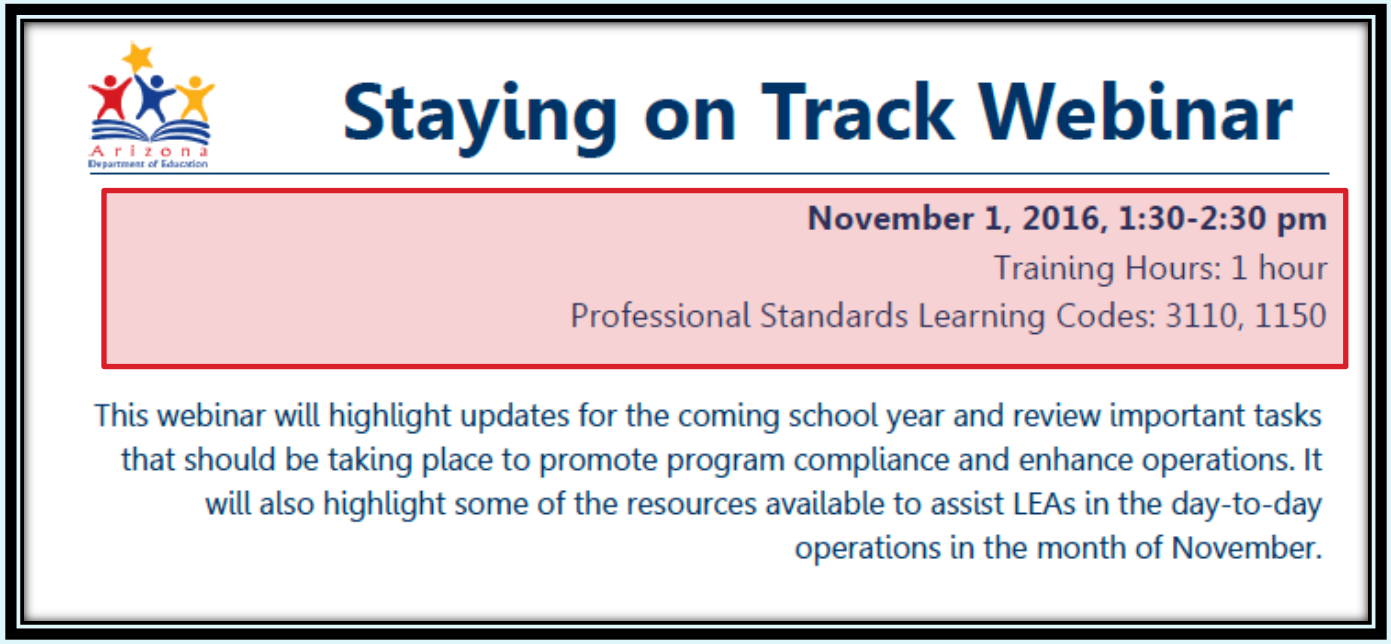
The *Professional Standards Learning Objectives* is a resource for school nutrition employees and trainers.

- It lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing.
- Each Key Area has several Key Topics and specific training subjects with objectives that will assist those who are planning or taking training.

ADE Trainings and Assigned Learning Objectives

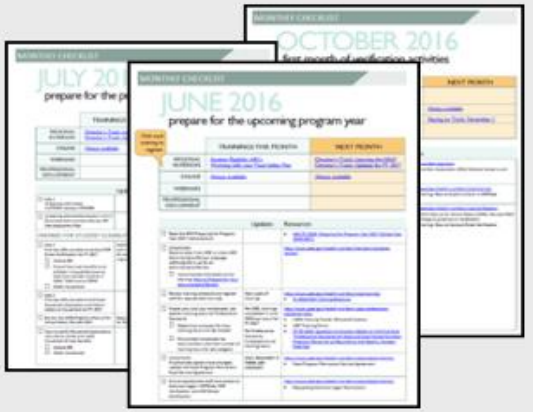
All of the trainings offered by ADE have been designed to meet one of the Professional Standards Learning Objectives.

- ***Refer to today's agenda***



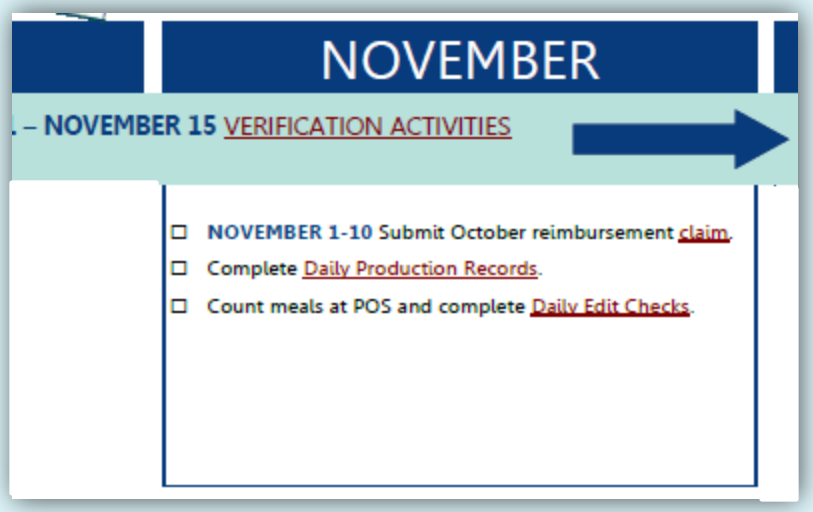
At A Glance Calendar and Monthly Checklists

NSLP at a Glance Calendar



Monthly Checklist

At A Glance Calendar and Monthly Checklists



NOVEMBER

– NOVEMBER 15 VERIFICATION ACTIVITIES

- ☐ **NOVEMBER 1-10** Submit October reimbursement claim.
- ☐ Complete Daily Production Records.
- ☐ Count meals at POS and complete Daily Edit Checks.

MONTHLY CHECKLIST

NOVEMBER 2016

last month of verification activities

	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON		Drop-In Workshop: Submitting Verification Report
ONLINE	Always available	Always available
WEBINARS	Staying on Track: November 1	Staying on Track: December 6
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
☐ **November 1 – November 10** Submit October claims for reimbursement		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Submit a Claim in CNPWeb
☐ **November 15** Verification Activities End ☐ Continue to check off tasks completed on the Verification Best Practices Calendar		http://www.azed.gov/health-nutrition/nslp/verification/ • The Eligibility Manual for School Meals (USDA), see *Chapter Verification*
☐ **November 15** Verification Summary Report is available in CNP Verification ☐ *(recommended)* Complete online training: How to Submit the Verification Report on CNP Verification		http://www.azed.gov/health-nutrition/nslp/verification/
☐ Continue to certify Household Applications returned to school and notify household of meal benefits ☐ Update BID ☐ Notify households		http://www.azed.gov/health-nutrition/nslp/training/ • Online Training: How to Process Household Applications
☐ (Daily) Count meals at point of service		
☐ Perform daily edit checks for lunch ☐ *(if operating SBP)* complete daily edit check for breakfast		http://www.azed.gov/health-nutrition/nslp/program-forms/ • Active Excel Daily Edit Check Worksheet • Daily Edit Check Worksheet
☐ Complete and review daily production records for lunch ☐ *(if operating SBP)* complete daily production record for breakfast		http://www.azed.gov/health-nutrition/meal-pattern/ • Production Record Template

Verification

October 1-November 15

Verification

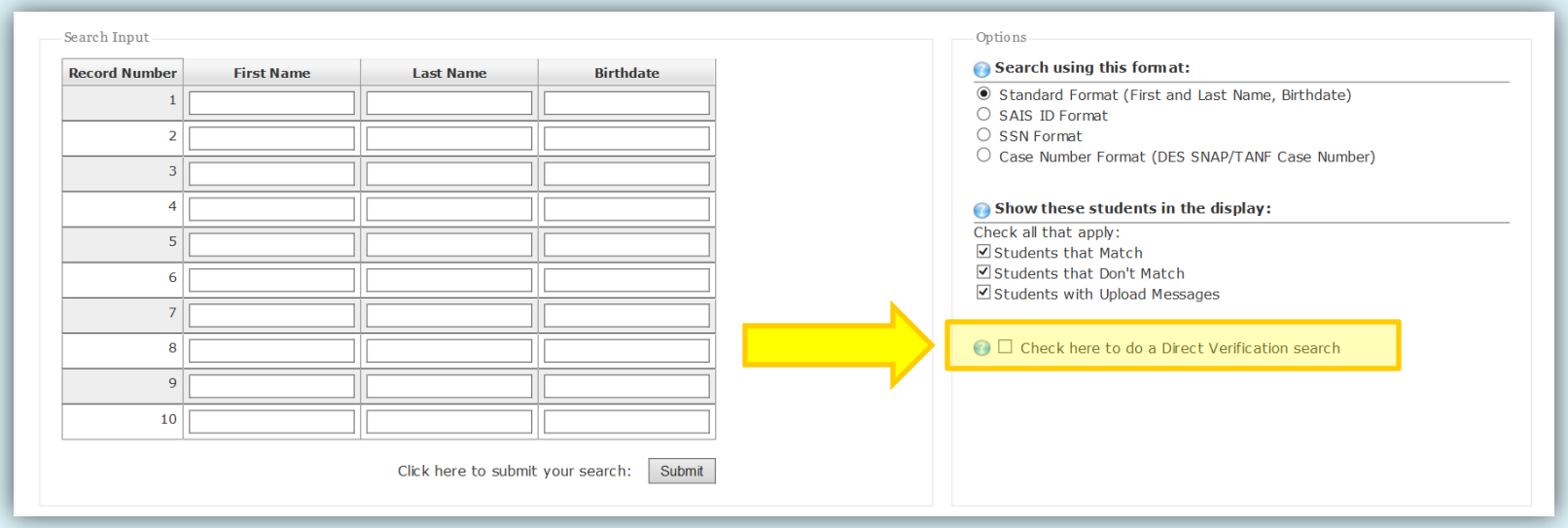
- All verification activities must be completed by November 15.
  - Select applications
  - Conduct Direct Verification
  - Contact households
  - Collect and review supporting documentation
  - Send notices of adverse action/changes in benefits as applicable

Verification

- Select applications
  - Count the total number of applications you have on file
    - Do NOT include applications for students who were Directly Certified.
    - Do NOT include applications for students who enrolled after 10/1
    - Do NOT include applications for students who withdrew before 10/1.
  - View the Non-response Rate Report to see if you qualify to use an alternate sample size
  - Use ADE's Sample Size calculator to determine the number of applications to choose for verification.

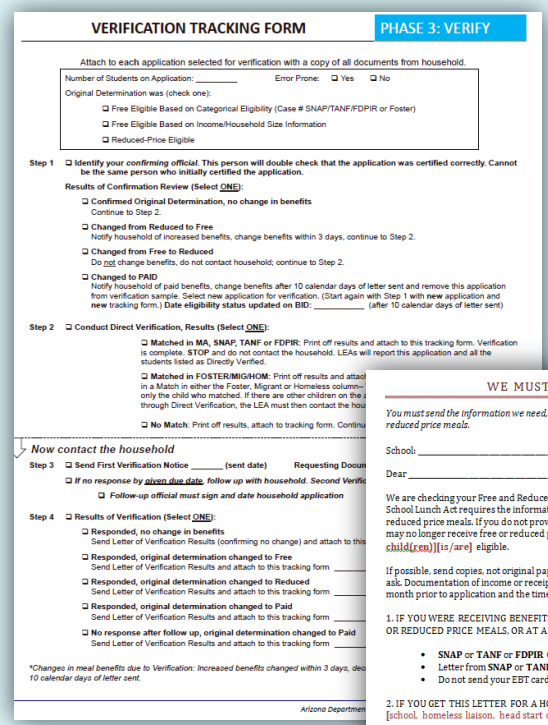
Verification

- Conduct Direct Verification
  - Only search for students on the applications selected for verification
  - Be sure to check the box!



Verification

- Contact Households
  - Use ADE's tracking form to keep track of your activities
  - Use ADE's template notification letter
  - Be sure to give families deadlines to submit information, and conduct follow up.



VERIFICATION TRACKING FORM — PHASE 3: VERIFY

Attach to each application selected for verification with a copy of all documents from household.

Number of Students on Application: _____ Error Prone: ❑ Yes ❑ No

Original Determination was (check one):

❑ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)

❑ Free Eligible Based on Income/Household Size Information

❑ Reduced-Price Eligible

Step 1 ❑ **Identify your *confirming official*. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.**

Results of Confirmation Review (Select ONE):

❑ **Confirmed Original Determination, no change in benefits**
Continue to Step 2.

❑ **Changed from Reduced to Free**
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

❑ **Changed from Free to Reduced**
Do not change benefits, do not contact household; continue to Step 2.

❑ **Changed to PAID**
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with **new** application and **new** tracking form.) **Date eligibility status updated on BID:** _____ (after 10 calendar days of letter sent)

Step 2 ❑ **Conduct Direct Verification, Results (Select ONE):**

❑ **Matched in MA, SNAP, TANF or FDPIR**: Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. LEAs will report this application and all the students listed as Directly Verified.

❑ **Matched in FOSTER/MIG/HOM:** Print off results and attach
in a Match in either the Foster, Migrant or Homeless column–
only the child who matched. If there are other children on the
through Direct Verification, the LEA must then contact the hou

❑ **No Match**: Print off results, attach to tracking form. Continu

Now contact the household

Step 3 ❑ **Send First Verification Notice _____ (sent date)** **Requesting Docun**

❑ ***If no response by given due date, follow up with household. Second Verific***

❑ ***Follow-up official must sign and date household application***

Step 4 ❑ **Results of Verification (Select ONE):**

❑ **Responded, no change in benefits**
Send Letter of Verification Results (confirming no change) and attach to this

❑ **Responded, original determination changed to Free**
Send Letter of Verification Results and attach to this tracking form _____

❑ **Responded, original determination changed to Reduced**
Send Letter of Verification Results and attach to this tracking form _____

❑ **Responded, original determination changed to Paid**
Send Letter of Verification Results and attach to this tracking form _____

❑ **No response after follow up, original determination changed to Paid**
Send Letter of Verification Results and attach to this tracking form _____

**Changes in meal benefits due to Verification: Increased benefits changed within 3 days, dec*
10 calendar days of letter sent.

Arizona Departmen

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your child(ren) will stop getting free or reduced price meals.

School: _____ Date: _____

Dear _____:

We are checking your Free and Reduced Price School Meals Application. The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. You must send us information to prove that [name(s) of child(ren)][is/are] eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask. Documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time you are required to provide documentation.

1. IF YOU WERE RECEIVING BENEFITS FROM **SNAP**, **TANF** OR **FDPIR** WHEN YOU APPLIED FOR FREE OR REDUCED PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

- **SNAP** or **TANF** or **FDPIR** Certification Notice that shows dates of certification.
- Letter from **SNAP** or **TANF** or **FDPIR** office that shows dates of certification.
- Do not send your EBT card.

2. IF YOU GET THIS LETTER FOR A HOMELESS, MIGRANT, OR RUNAWAY CHILD, PLEASE CONTACT [school, homeless liaison, head start or migrant coordinator] FOR HELP.

3. IF THE CHILD IS A FOSTER CHILD:
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES **SNAP** or **TANF** or **FDPIR** benefits:
Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the **name** of the person who received the income, the **date** it was received, **how much** was received, and **how often** it was received. **Send information to:** [address]

Acceptable papers include:

JOBS: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

SOCIAL SECURITY, PENSIONS, OR RETIREMENT: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP: Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

WELFARE PAYMENTS: Benefit letter from the **TANF** office.

Verification

- Collect and review documentation
  - Information provided by the household should match what is listed on the application.
  - Documentation can be for any point in time between the month prior to the application and the time the household is required to provide income documentation.

Verification

- Verification is considered complete when:
  - Household submits adequate documentation;
  - Household submits documentation that increases or decreases benefits and the notification is sent to the household;
  - Household indicates they no longer wish to receive benefits and the notification of adverse action is sent;
  - Household fails to respond and the notice of adverse action is sent.

All verification activities must be complete by NOVEMBER 15.

Verification

- Submit the Verification Summary Report before February 1.
  - Available November 16

- ADE will be hosting one on one workshops to assist with the report.
  - December 7- Flagstaff
  - December 14- Phoenix
  - January 18- Tucson
  - January 25- Phoenix

Direct Certification Requirement

Direct Certification

- All LEAs are required to conduct direct certification for all enrolled students at least 3 times per year
  - Once at the beginning of the school year;
  - **Once 3 months after the beginning of the school year;**
  - Once 6 months after the beginning of the school year.

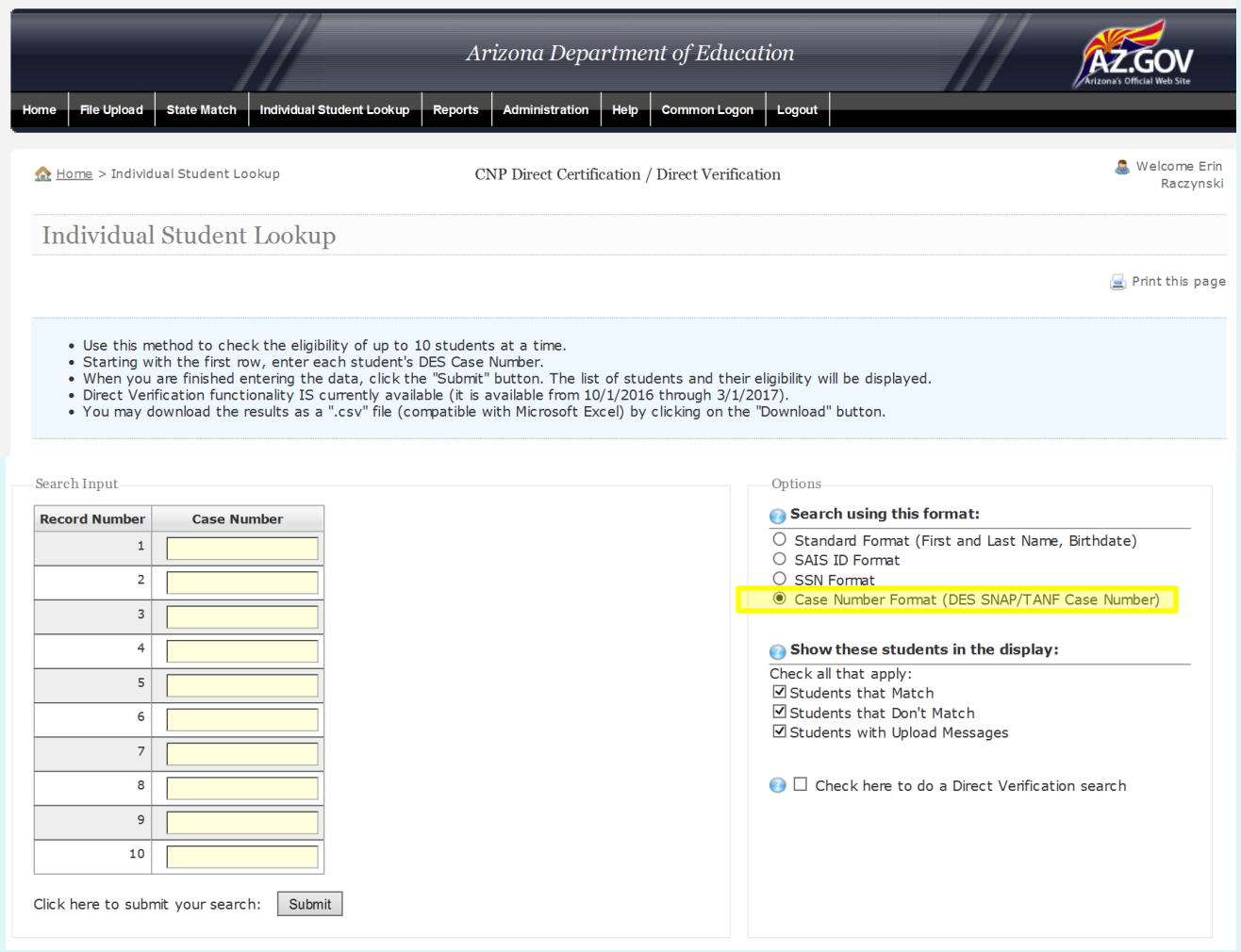
If school started in early August, you need to complete the second search in early November.

Direct Certification

- HNS 13-2016 CNP Direct Certification Enhancements

- Case Number search for Direct Certification
  - Historically, SFAs could search by a case number during Direct *Verification* for households that provided a SNAP or TANF number on the application.
  - Now, after a case number application has been deemed complete, the case number search in Direct *Certification* can be used.

Direct Certification

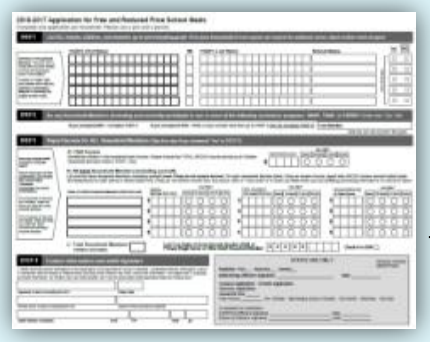


Direct Certification

- This process searches for matches in the DES file for children ages 3 to 21.

- If a case number belongs to an adult over the age of 21, it will not be in the dataset and it will come up as a no match.
  - THAT IS OKAY! You can still accept the application at face value.
  - Other options include verification for cause, or contacting the household for clarification.

Direct Certification



Certify Case Number Application

Encouraged, Not Required

Check if Case Number matches on DC

MATCH

= Approve as Free, DC

NO MATCH

= Do nothing, household is still free, Case # App

= Verify for Cause (note, has already been approved as free, Case # App)

= Contact household for clarification

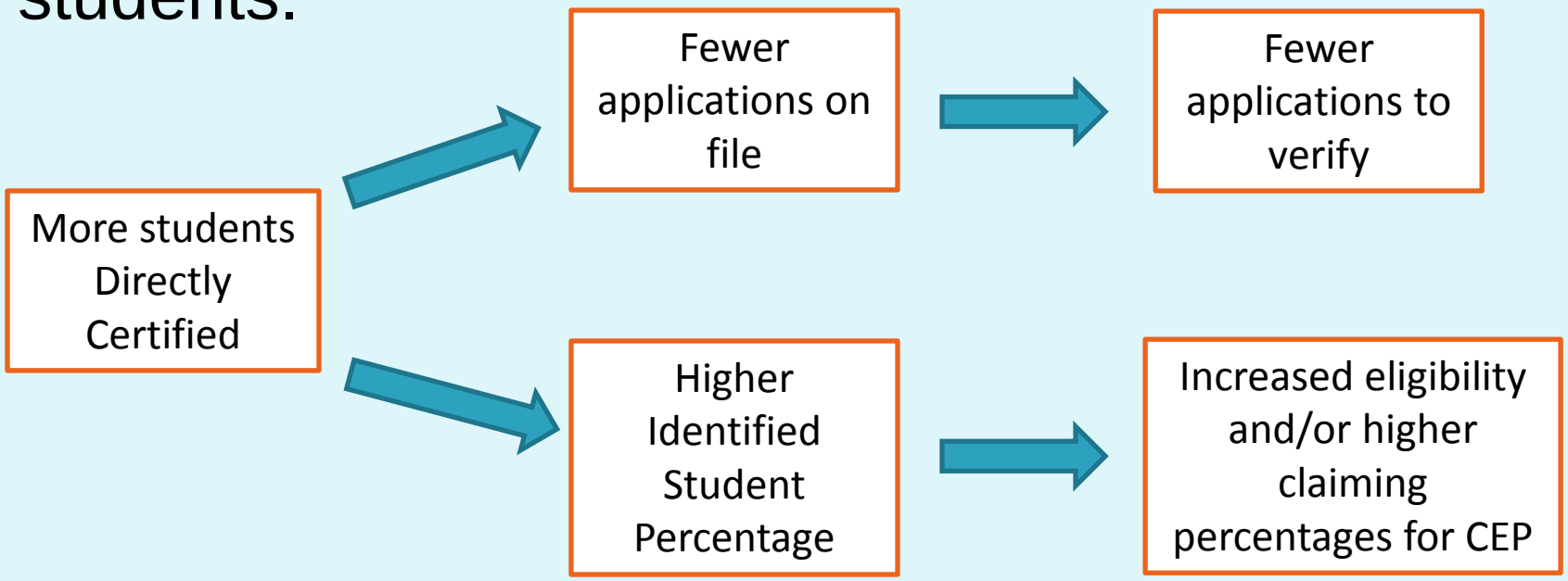
For example, determine case number listed was adult household member and CNP DC system will only provide matches for ages 3-21 years old.

Case number is consistent with the format used by Assistance programs in AZ

Approve as Free, Case # App

Direct Certification

- The intent behind this enhancement is to give LEAs another option for directly certifying more students.



Direct Certification

- Additional enhancements from previous years
  - Homeless and migrant data available

Results

Search Type:	State Match		
Sponsor / Site:			
Prepared by:	Erin Raczynski	Date Prepared:	11/1/2016 9:39 AM
Students Processed:	1,238	Displaying:	Matches, Non-Matches
Matches Found:	412	Non-Matches Found:	0
SNAP Matches:	373	MA Matches:	0
TANF Matches:	45	Foster Matches:	8
FDPIR Matches:	0	Migrant Matches:	52
Homeless Matches:	1		

SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Y						
					Y	
Y						
Y	Y					

Protecting Student Information

Protecting Student Information

- Organizations may request information about which students are eligible for free and reduced-price meals for purposes of holiday assistance.

- Information provided on the household application is intended for use by child nutrition programs only.
  - If you plan to disclose information for purposes other than meal benefits, you must notify the households.

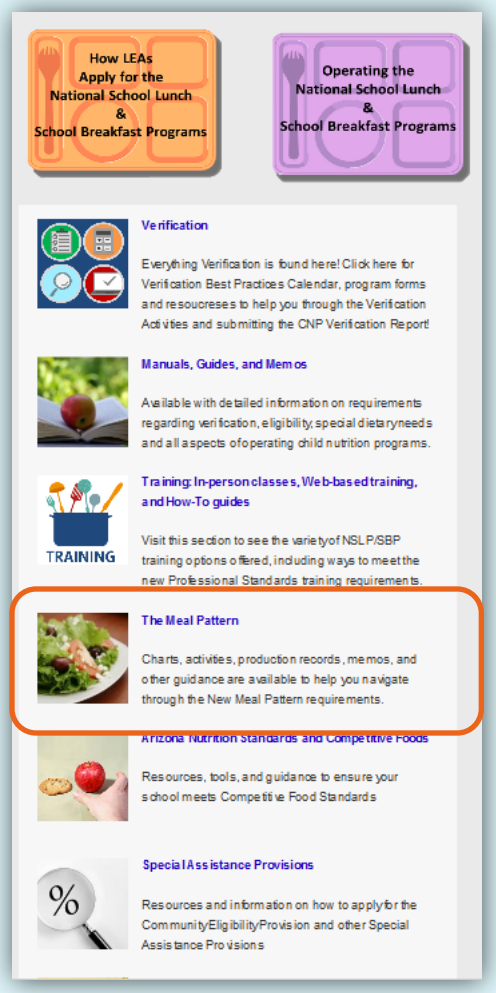
Protecting Student Information

- If you wish to release student information to organizations not related to school meals, you must obtain written consent from the parents/guardians.
  - Consent must be obtained each school year.

- This includes programs like:
  - Local health programs (free dental check ups)
  - Discounted sports fees
  - Holiday support programs

Meal Pattern Reminders

Meal Pattern Reminders



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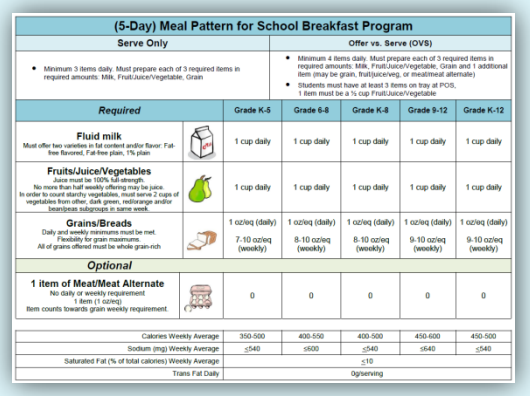
Meal Pattern Requirements (NSLP and SBP)

The Healthy, Hunger-Free Kids Act allows USDA, for the first time in over 30 years, opportunity to make real reforms to the school lunch and breakfast programs by improving the critical nutrition and hunger safety net for millions of children. The meal pattern will be phased in over multiple program years.

Regulations

Meal Pattern Charts are available below to use for SY 15-16 and SY 16-17. The next update to the meal pattern is SY 2017-18. Please see the Implementation Timeline for Lunch and Breakfast for specifics.

- Nutrition Standards in the **National School Lunch Program** (updated May 2015)
  - 3-Day
  - 4-Day
  - 5-Day
  - 6-Day
  - 7-Day
- Nutrition Standards in the **School Breakfast Program** (updated May 2015)
  - 3-Day
  - 4-Day
  - 5-Day
  - 6-Day
  - 7-Day



(5-Day) Meal Pattern for School Breakfast Program

Serve Only	Offer vs. Serve (OVS)
• Minimum 3 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain	• Minimum 4 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain and 1 additional item (may be grain, fruit/juice/veg, or meat/meat alternate) • Students must have at least 3 items on tray at POS, 1 item must be a ½ cup Fruit/Juice/Vegetable

Required	Grade K-5	Grade 6-8	Grade K-8	Grade 9-12	Grade K-12
Fluid milk Must offer two varieties in fat content and/or flavor: Fat-free flavored, Fat-free plain, 1% plain	1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily
Fruits/Juice/Vegetables Juice must be 100% full-strength. No more than half weekly offering may be juice. In order to count starchy vegetables, must serve 2 cups of vegetables from other, dark green, red/orange and/or bean/peas subgroups in same week.	1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily
Grains/Breads Daily and weekly minimums must be met. Flexibility for grain maximums. All of grains offered must be whole grain-rich	1 oz/eq (daily) 7-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)
Optional					
1 item of Meat/Meat Alternate No daily or weekly requirement 1 item (1 oz/eq) Item counts towards grain weekly requirement.	0	0	0	0	0

Calories Weekly Average	350-500	400-550	400-500	450-600	450-500
Sodium (mg) Weekly Average	≤540	≤600	≤540	≤640	≤540
Saturated Fat (% of total calories) Weekly Average	≤10				
Trans Fat Daily	0g/serving				

Meal Pattern Reminders
School Breakfast Program

(5-Day) Meal Pattern for School Breakfast Program

Serve Only	Offer vs. Serve (OVS)
• Minimum 3 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain	• Minimum 4 items daily. Must prepare each of 3 required items in required amounts: Milk, Fruit/Juice/Vegetable, Grain and 1 additional item (may be grain, fruit/juice/veg, or meat/meat alternate) • Students must have at least 3 items on tray at POS, 1 item must be a ½ cup Fruit/Juice/Vegetable

Required		Grade K-5	Grade 6-8	Grade K-8	Grade 9-12	Grade K-12
Fluid milk Must offer two varieties in fat content and/or flavor: Fat-free flavored, Fat-free plain, 1% plain		1 cup daily	1 cup daily	1 cup daily	1 cup daily	1 cup daily
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Grains/Breads Daily and weekly minimums must be met. Flexibility for grain maximums. All of grains offered must be whole grain-rich		1 oz/eq (daily) 7-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 8-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)	1 oz/eq (daily) 9-10 oz/eq (weekly)
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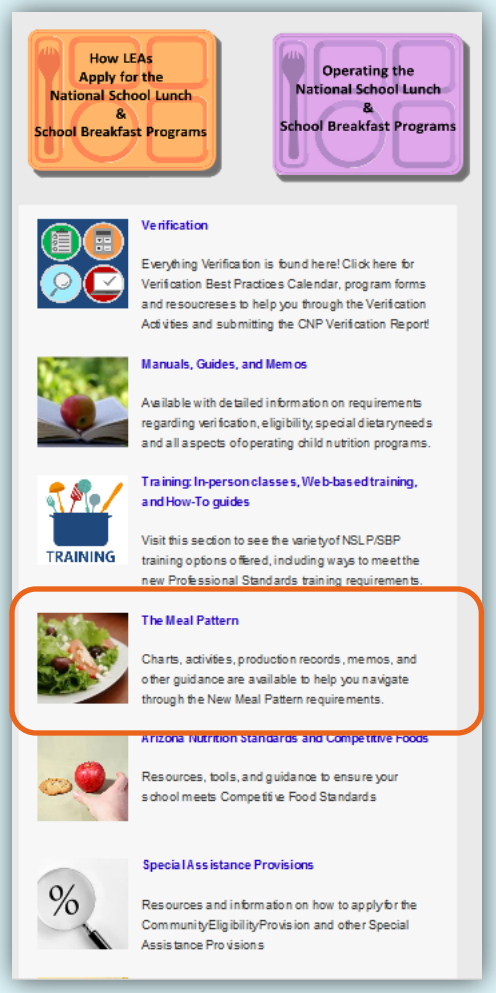
Sodium (mg) Weekly Average	≤540	≤600	≤540	≤640	≤540
Saturated Fat (% of total calories) Weekly Average	≤10				
Trans Fat Daily	0g/serving				

Meal Pattern Reminders

- Breakfast Meal Pattern
  - 1 cup of fruit needs to be planned every day
    - No more than 50% of the weekly requirement can be juice.
  - Grain products need to be whole grain-rich
  - If you are offering meat/meat alternates, you need to make sure at least 1 oz eq of grain is offered first.
  - You must offer 2 varieties of milk every day.
    - Can be in fat content or flavor.

Meal Pattern Reminders



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- Nutrition Standards in the **School Breakfast Program** (updated May 2015)
  - 3-Day
  - 4-Day
  - 5-Day
  - 6-Day
  - 7-Day

(5-Day) Meal Pattern for National School Lunch Program

Serve Only:	Offer Versus Serve (OVS):
• Must PREPARE all 5 components in required amounts • AT POS: Must SERVE all 5 components in minimum required amount	• Must PREPARE all 5 components in required amounts AT POS: Must TAKE at least 3 components in minimum required amount, one must be fruit or vegetable

Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week

	Grades	K-5	6-8	K-8	9-12	Additional Information
Fruit (cups)	Weekly (daily)	2½ (½)			5 (1)	Only 100% Fruit juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	½			1	
	OVS: minimum amount to count at POS	½			½	
Total Vegetable (cups)	Weekly (daily)	3 ¾ (¾)			5 (1)	Only 100% Vegetable juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	¾			1	
	OVS: minimum amount to count at POS	½			½	
Vegetable Subgroups (cups)		Minimum weekly amounts				
	Dark green	½			½	No maximum for any subgroup. *Must offer more than minimum weekly values in order to meet weekly total.* Minimum creditable amount to count as a subgroup is 1/8 cup.
	Red/Orange	¾			1 ¼	
	Beans/Peas (legumes)	½			½	
	Starchy	½			½	
	Other	½			¾	
	To meet weekly requirement, vegetables from ANY subgroup	1			1	
Grains (oz/eq.)	Weekly (daily) amounts *Not required to meet Weekly maximum*	8-9* (1)	8-10* (1)	8-9* (1)	10-12* (2)	All grains offered must be *whole grain rich.* Weekly, no more than 2 oz/eq. grain based dessert.
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	
Meat/ Meat Alternate (oz/eq.)	Weekly (daily) amounts *Not required to meet Weekly maximum*	8-10* (1)	9-10* (1)	9-10* (1)	10-12* (2)	
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	
Fluid milk (cups)	Weekly (daily)	5 (1)				Offer two varieties daily. (variety: fat content or flavor)

Meal Pattern Reminders
School Lunch Program

(5-Day) Meal Pattern for National School Lunch Program

Serve Only:
- Must PREPARE all 5 components in required amounts
- AT POS: Must SERVE all 5 components in minimum required amount

Offer Versus Serve (OVS):
- Must PREPARE all 5 components in required amounts

AT POS: Must TAKE at least 3 components in minimum required amount, one must be fruit or vegetable

Component Specifications: Daily and Weekly Amount Based on the Average for a 5-Day week

Grades		K-5	6-8	K-8	9-12	Additional Information
Fruit (cups)	Weekly (daily)	2½ (½)			5 (1)	Only 100% Fruit juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	½			1	
	OVS: minimum amount to count at POS	½			½	
Total Vegetable (cups)	Weekly (daily)	3 ¾ (¾)			5 (1)	Only 100% Vegetable juice is allowed and no more than half the weekly offering for the fruit component may be 100% juice.
	Serve Only: minimum amount required at POS	¾			1	
	OVS: minimum amount to count at POS	½			½	
Vegetable Subgroups (cups)		Minimum weekly amounts				
Dark green		½			½	No maximum for any subgroup. **Must offer more than minimum weekly values in order to meet weekly total.* Minimum creditable amount to count as a subgroup is 1/8 cup.
Red/Orange		¾			1 ¼	
Beans/Peas (legumes)		½			½	
Starchy		½			½	
Other		½			¾	
To meet weekly requirement, vegetables from ANY subgroup		1			1	
Grains (oz/eq.)	Weekly (daily) amounts **Not required to meet Weekly maximum*	8-9* (1)	8-10* (1)	8-9* (1)	10-12* (2)	**All grains offered must be *whole grain rich.*** Weekly, no more than 2 oz/eq. grain based dessert.
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	
Meat/ Meat Alternate (oz/eq.)	Weekly (daily) amounts **Not required to meet Weekly maximum*	8-10* (1)	9-10* (1)	9-10* (1)	10-12* (2)	
	Serve Only and OVS: Minimum amount to count as a component at POS	1	1	1	2	
Fluid milk (cups)	Weekly (daily)	5 (1)				Offer two varieties daily. (variety: fat content or flavor)

Dietary Specifications: Weekly Average Requirement for a 5-Day week

Grades	K-5	6-8	K-8	9-12	Additional information
Minimum - Maximum calories (kcal)	550-650	600-700	600-650	750-850	
Sodium (mg)	*≤ 1230*	*≤ 1360*	*≤ 1230*	*≤ 1420*	*The current sodium guidelines (Target 1) were implemented SY 14-15.*
Sodium Target 2 implement in SY 2017/18	*≤ 935*	*≤ 1035*	*≤ 935*	*≤ 1080*	
Sodium Final Target Implement in SY 2022/23	*≤ 640*	*≤ 710*	*≤ 640*	*≤ 740*	
Saturated fat (% of calories)	≤ 10				

Dietary Specifications: Daily Requirement for a 5-Day week

Grades	K-5	6-8	K-8	9-12	
Trans fat	Nutrition label or manufacturer spec must indicate zero grams of trans fat per serving.				

Arizona Department of Education, National School Lunch Program Meal Pattern Charts. *Released May 2015*

Meal Pattern Reminders

- Lunch Meal Pattern
  - You must plan ¾ cup vegetables every day.
    - If you are OVS, students can decline ¼ cup.
  - You must plan all 5 vegetable subgroups in the required quantities.
  - You must offer 2 varieties of milk every day
    - Can be in fat content or flavor.
  - There is no K-12 meal pattern. If you serve those grade groups, be sure they are getting different quantities of food.

Meal Pattern Requirements

DARK GREEN

- arugula
- beet greens
- bok choy
- broccoli
- broccoli rabe (rapini)
- broccolini
- butterhead lettuce (Boston, bibb)
- cabbage, Chinese or celery
- chicory
- cilantro
- collard greens
- endive
- escarole
- fiddle heads
- grape leaves
- kale
- mesclun
- mustard greens
- parsley
- spinach
- Swiss chard
- red leaf lettuce
- romaine lettuce
- turnip greens
- watercress

RED/ORANGE

- carrots
- chili peppers (red)
- orange peppers
- pimientos
- pumpkin
- peppers, bell (red and orange)
- salsa (all vegetables)
- sweet potatoes/yams
- tomatoes
- tomato juice
- winter squash (acorn, butternut, Hubbard)

BEANS AND PEAS (LEGUMES)

- black beans
- black-eyed peas (mature, dry)
- cowpeas
- fava beans
- garbanzo beans (chickpeas)
- Great Northern beans
- kidney beans
- lentils
- lima beans, dry
- mung beans
- navy beans
- pink beans
- pinto beans
- red beans
- refried beans
- soy beans/ edamame
- split peas
- white beans

STARCHY

- corn
- cassava (yucca)
- cowpeas, fresh (not dry)
- field peas, fresh (not dry)
- green peas
- green lima beans (canned, frozen)
- jicama
- lima beans, green (not dry)
- parsnips
- pigeon peas, fresh (not dry)
- potatoes
- poi
- taro (malanga)
- water chestnuts

OTHER

- artichokes
- asparagus
- avocado
- bamboo shoots
- bean sprouts, cooked only (for food safety), e.g., alfalfa, mung
- beans, green and yellow, wax
- beets
- brussels sprouts
- cabbage, green and red
- cactus (nopales)
- cauliflower
- celeriac
- celery
- chayote (midliton)
- chives
- cucumbers
- daikon (oriental radish)
- eggplant
- fennel
- garlic
- horseradish
- iceberg lettuce
- kohlrabi
- leeks
- mushrooms
- okra
- olives
- onions
- peas in pod, e.g., snap peas, snow peas
- pepperoncini
- peppers (green sweet bell, green chilies, jalapeño, purple, yellow)
- pickles (cucumber)
- radishes
- rutabagas
- rhubarb
- seawed
- sauerkraut
- shallots
- snap peas
- snow peas
- spaghetti squash
- tomatillo
- turnips
- wax beans
- yellow summer squash
- zucchini squash

Released January 2014. Sourced from *USDA's Food Buying Guide for School Meal Programs* and adapted from Connecticut State Department of Education, *Vegetable Subgroups October 2013*

Meal Pattern Requirements

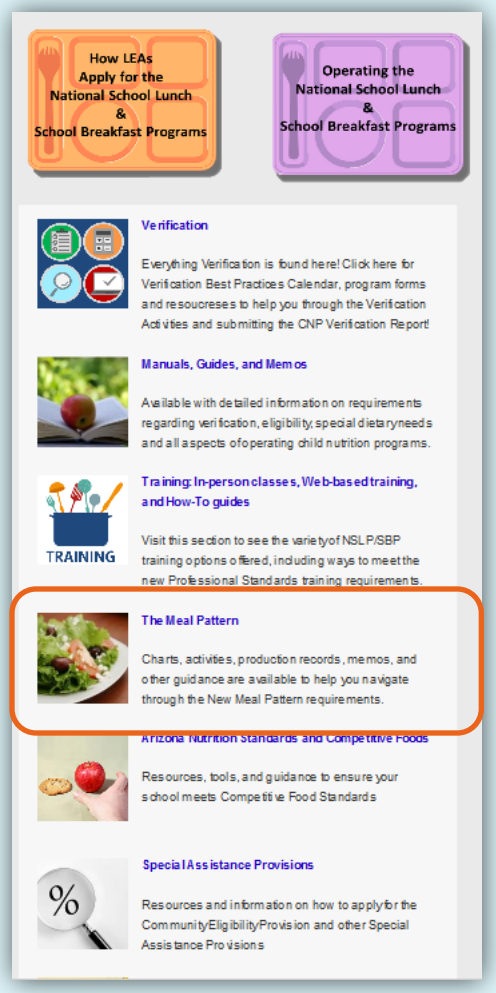
Daily/Weekly Vegetable Requirement

Instructions: Using a week of your menu, classify the different vegetables offered throughout the week by the required subgroups. Record the name of the vegetable and the amount **planned to credit** each subgroup accordingly in the *Vegetables (cups) - Weekly* chart.
Note: Use the Food Buying Guide to help classify what subgroup the vegetable item falls under.

Vegetables (cups) - Weekly chart

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Weekly Total
Dark Green								
Red/Orange								
Beans/Peas								
Starchy								
Other								
Additional								
	Daily Total:	*Daily Total:*	*Daily Total:*	*Daily Total:*	*Daily Total:*	*Daily Total:*	*Daily Total:*	*Weekly Total:*

Meal Pattern Reminders



Technical Assistance and Guidance

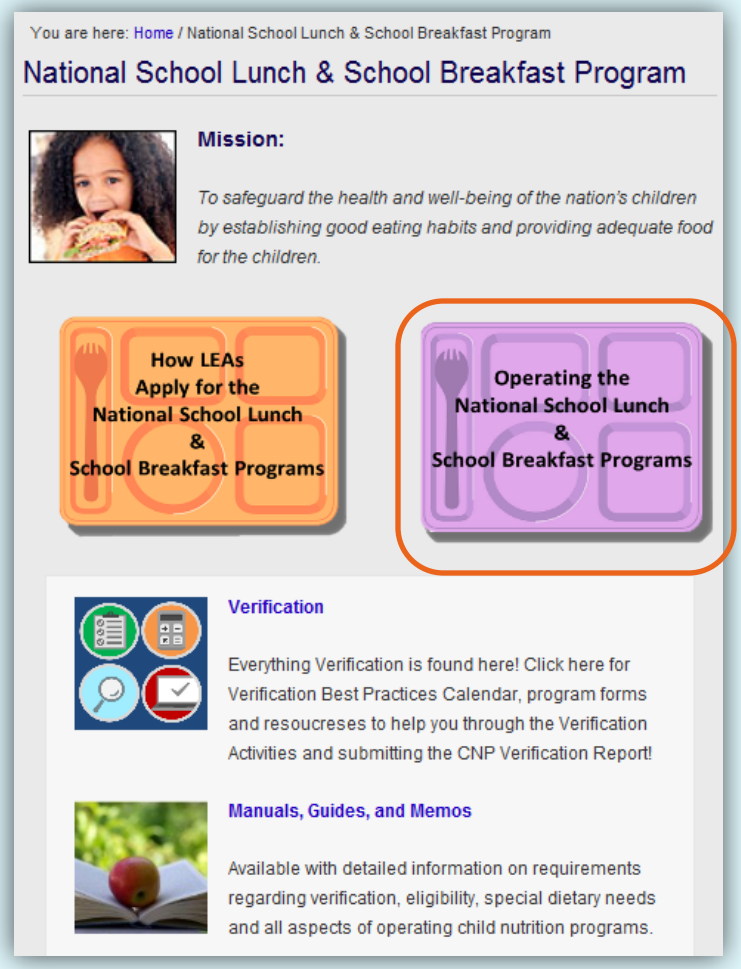
- Step by Step Instruction: How to Plan a Breakfast Menu
- Step by Step Instruction: How to Plan a Lunch Menu
- Meal or No Meal – Game for internal staff training on reimbursable meals at lunch (PowerPoint)
- Lunch Weekly Meal Planner
  - 4- Day
  - 5- Day
  - 6- Day
  - 7- Day
- Breakfast Weekly Meal Planner
  - 4- Day
  - 5- Day
  - 6- Day
  - 7- Day
- Vegetable Subgroup Planner
- Vegetable Subgroup Quick Guide
- USDA, Food Buying Guide
- USDA, Food Buying Guide Calculator
- Promoting and Supporting School Salad Bars: An Action Guide for State Health Practitioners – a guide for public health practitioners and others working to get more salad bars placed in schools. *Released by the Centers for Disease Control and Prevention*
- How USDA Foods Support the NSLP and SBP Meal Pattern Requirements
- Team Nutrition Graphics Library – jazz up your menus and encourage healthy choices with these graphics!
  - Team Nutrition Choose My Plate Graphic
- POS Signage
  - Offer vs. Serve Poster – idea from Connecticut Department of Education
  - Serve Only- Breakfast
  - Serve Only- Lunch
  - Build a Healthy Lunch for OVS – idea from Wisconsin of Public Instruction

Meal Pattern Reminders

- Lunch Meal Pattern
  - You must plan ¾ cup vegetables every day.
    - If you are OVS, students can decline ¼ cup.
  - You must plan all 5 vegetable subgroups in the required quantities.
  - You must offer 2 varieties of milk every day
    - Can be in fat content or flavor.
  - There is no K-12 meal pattern. If you serve those grade groups, be sure they are getting different quantities of food.

Water Availability Requirements

Water Availability



Water Availability

- Schools participating in the National School Lunch Program (NSLP) and Afterschool Care Snack Program (ASCSP) must make potable water available to children at no charge in the place where lunch meals are served during the meal service.

- When breakfast is served in the cafeteria, schools must make potable water available and accessible without restriction to children at no charge.

- The location of the potable water must be in the foodservice area or immediately adjacent to the meal service area.

Water Availability

- Examples of ways to make water available:
  - Pitchers and cups on the tables
  - Water fountain
  - Faucet/fountain where students can fill their own bottles or cups

- Consider the drinkability of the water and ensure it is palatable for students.

- Consider the amount of time it takes for students to access the water. They shouldn't have to wait in long lines for water.

- Visit the webpage for more information.

This concludes today's webinar.

We will now address any questions you may have.

Email Ashley Arnold at Ashley.Arnold@azed.gov if you did not register for today's webinar. She will enroll you in the webinar which makes you eligible to receive a certificate of completion.